



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

MEMORANDUM

CID - 2025- 0583

TO: Asst. Schools Division Superintendent
Chief Education Supervisor, CID
Public Schools District Supervisors
Select Public Elementary, Secondary & Integrated School Heads
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

SUBJECT: **UTILIZATION OF ALL AVAILABLE SELF-LEARNING MODULES (SLMS) AND LEARNING ACTIVITY SHEETS (LASs) FROM REGIONAL AND CENTRAL OFFICE DELIVERIES**

DATE: **October 28, 2025**

- To ensure efficient and effective use of all learning resources provided by the Department of Education through the Regional Office (RO) and Central Office (CO), all public elementary, secondary, and integrated schools, as well as ALS learning centers, are directed to utilize all available Self-Learning Modules (SLMs) and Learning Activity Sheets (LASs) received from previous deliveries.
- Schools and learning centers shall ensure that these learning resources are properly stored, distributed, and maximized to supplement classroom instruction, independent learning, and intervention activities.
- School Heads and ALS Implementers are enjoined to conduct an inventory of all existing SLMs and LASs and report their utilization status to the Schools Division Office through the Learning Resource Management Section (LRMS). The report shall include: (Please see attached template.)
 - Title and code of the SLMs/LASs;
 - Grade Level/Learning Area;
 - Source (RO/CO);
 - Quantity received and utilized; and
 - Remarks (e.g., condition, gaps, or needs for replacement/reproduction).
- In case there are excess SLMs or LASs, schools may share or transfer these learning resources to other schools with identified shortages, following the process standards and documentation requirements prescribed by the Supply Office to ensure accountability and proper record management.

5. To ensure accountability and data-based decision-making, concerned personnel from the Curriculum Implementation Division in coordination with the LRMS, shall conduct monitoring and evaluation on the utilization of these learning resources.

6. Monitoring and evaluation shall be done through school visits, validation of reports, and interviews with teachers and learners. Findings and recommendations shall form part of the Division Monitoring and Evaluation Report on the Utilization of SLMs and LASs, to be submitted to the Regional Office.

7. All schools are directed to submit their SLMs and LASs Utilization Report using the prescribed template (Annex A) on or before November 15, 2025 through the given links:

Districts	Link
Boac North	https://tinyurl.com/BoacNorthLRReport
Boac South	https://tinyurl.com/BoacSouthLRReport
Buenavista	https://tinyurl.com/BuenavistaLRReport
Gasán	https://tinyurl.com/GasanLRReport
Mogpog	https://tinyurl.com/MogpogLRReport
Santa Cruz East	https://tinyurl.com/SCEastDLRReport
Santa Cruz North	https://tinyurl.com/SCNorthDLRReport
Santa Cruz South	https://tinyurl.com/SCSouthDLRReport
Torrijos	https://tinyurl.com/TorrijosLRReport

8. For guidance and compliance.



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

Inventory of all existing SLMs and LASs and Utilization Status Report

School: _____

Title and Code of the SLMs/LASs	Grade Level / Learning Area	Source (RO/CO)	Quantity Received	Quantity Utilized	Remarks (Condition, Gaps, or Needs for Replacement/Reproduction)

Prepared by:

School Head

Checked and verified:

Public School District Supervisor



T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 ● Fax No.: (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>